

On-Line Backup Manager – Installation Quick Start Guide

Advanced Backup Package

Welcome to Select Internet on-line backup.

This document is intended as a quick guide to users for get you started using the backup software. Unless you want to use some of the more advanced features of the system it may be all you need. However, once the software is installed comprehensive documentation is available using the Help button.

IMPORTANT:

Encryption keys:

Before any information is sent to the backup servers it is encrypted. By default, the encryption key is the user password in use at the time the backup set was created. (You can manually choose a different key if you wish)

So, for example, if you set an initial password of “abc” then any backup set created would (by default) have the encryption key “abc”. If you subsequently changed your log-on password to “xyx” any backup sets created from then on would (by default) have the encryption key “xyz” Backup sets previously created would retain the encryption key “abc”

Once an encryption key is established for a Backup Set it can not be changed without deleting the Backup Set.

YOU ARE THE ONLY ONE THAT KNOWS YOUR ENCRYPTION KEY AND YOUR DATA CAN NOT BE RESTORED WITHOUT IT. PLEASE ENSURE YOU KNOW THE ENCRYPTION KEYS FOR ALL BACKUP SETS AND KEEP THEM SAFELY.

Changing your password:

You can change your password at any time (but please note the section on encryption keys - above). The password is changed at server level, so if ANY user changes the password on ANY computer it will be changed for ALL users on ALL computers.

Data Security:

All data backed up from any computer within the same backup account (Logon Name) are available to all other users within the same account. If particular information should not be so available it should be either ;

- Backed up using a completely separate backup account
- Password protected, if this option is available (for example, Microsoft Word documents can be password protected)
- Use a separate backup set and manually enter an encryption key. Do not divulge this encryption key to other users.

Firewall

If you are using a firewall the settings may need to be changed to allow the backup system to access the Internet.

1. Download and install

Download the appropriate version of the software for your system and save it on your computer (remembering where you save it). Click on the software icon and follow the on screen instructions to install the software.

Windows Users – An icon will be added to your system tray (at the bottom right of the screen, near to the clock) from where you can manually run backup jobs.

Mac Users – You will need to re-start your computer before proceeding.

Other operating systems – Please refer to the full documentation for additional installation instructions

If you are using computers with more than one operating system or with more than one version of Windows you may need more than one version of the backup software.

2. Registration

Trial Registration (Create your backup account):

If this is the first time you have used the system you will need to select “Trial Registration” and enter the information required.

Login Name – This can be anything you wish (as long as it has not already been used by another client) and will be used to identify your account. Note that the same login name will be used for all computers sharing the same account.

Password – Select a password

E-Mail address – Select an e-mail address to receive backup confirmations and any problem notifications.

3. Create your Backup Set

Note:- During the set-up procedure the software on your computer is communication with the remote server. When you click on any button there may therefore be a short delay before the system responds

- Select “Backup Set” (Top Left of the screen) and “New”. Select “File Backup Set”
- Choose a name for your backup set. It can be anything you like to identify the backup job or computer you are setting up.
- You will see a representation of your computer disc. Click on any line to see folders and sub-folders. Place a tick in the boxes next to the folders and files you want to back up. – Click Next (Please see the note below – “Which folders to back up”)
- The next screen is your backup schedule. This sets when automatic backups will take place. If you do not want to use automatic backup (NOT RECOMMENDED) then you can simply highlight the existing schedule and click remove. Otherwise click Properties and select when you want automatic backups to take place. (Backups will take place on the days and at the times selected as long as your computer is turned on and connected to the Internet). Note that you can manually run additional backups at any time.
- Encryption Key – Unless you have reason to do otherwise, just accept the recommended option

Your backup set is now set up. You can go back and change any of the settings (except the encryption key) at any time.

You can set up any number of Backup Sets, with different data selections and different backup schedules.

Setting up a second computer

If you want to set up a second computer just follow the steps for installation as above.

When you reach the Registration step, select User Logon (rather than Trial Registration) and enter your Logon Name and Password (The same login and password is used for all computers and all backup sets). The details of all Backup Sets already created will be downloaded to your computer automatically but they will, by default, be disabled (You would not normally want to run backup sets for other computers on the new computer) However, you can use these backup sets to restore to the new computer any files backed up from other computers within the same user account.

Repeat this procedure for all the computers you wish to back up.

Additional Settings

Retention Period

The Retention Period dictates how long files that are deleted or changed remain on the backup server. By default this is 7 days, but can be changed to anything you wish.

For example,

If a file is deleted from your computer, the next time your backup runs the file will be flagged as deleted on the backup server, but it will not actually be deleted for 7 days (or whatever duration you set). This means that if you delete a file accidentally you will have this period of time to recover if from the backup before it is actually deleted.

Similarly, if a file is updated, the original version will be kept for 7 days (or whatever duration you set) . You can therefore, if needed, retrieve back versions of the file within that period of time. You may have multiple versions of any file if it is updated several times within the retention period.

Extending the retention period will allow more flexibility and a longer safety margin to recover any data wrongly deleted or updated, but will increase the amount of storage space you use.

Extra Backup / Off-Line Backup

This function is for laptop computer users who are not usually connected to the Internet and can not therefore rely on a regular scheduled backup time to protect the data. The Backup Interval dictates the maximum period of time that should pass before a backup is run. Once that time has elapsed a backup job will begin the next time the laptop computer is connected to the Internet.

Microsoft Volume Shadow Copy

Volume Shadow Copy allows you to back up files that are in use by another programme, and so enables you to continue using your computer as normal during the backup process.

Volume Shadow Copy is available on Windows 2003, Windows XP and Vista.

If Volume Shadow Copy is not used an error will be caused if a file is locked by another programme when you try to back it up.

Volume Shadow Copy is, by default, turned on if it is available.

Which folders to back up?

You can select any combination of folders and files to include in the back-up.

Selecting folders will have the advantage that new files and documents created in that folder will automatically be added to your backup.

Backing up the entire C: drive is not recommended. Doing this is likely to back up far more than you need to. Also, the system will not be able to use Volume Shadow Copy, so backup errors may occur.